

Montana Comprehensive Assessment System MontCAS

Guidelines and Procedures for Test Security 2005-2006

Montana Office of Public Instruction
Linda McCulloch, Superintendent
2005-2006 Statewide Testing Cycle



This PowerPoint presentation provides a brief summary of the OPI publication, *Guidelines and Procedures for Test Security, 2005-2006*. More details are included in the publication including specific examples.

$$\begin{array}{c} \text{Standard Administration} \\ = \\ \text{Accurate + Reliable Data} \end{array}$$

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In order to have reliable and accurate data across the state, data which can be used for instructional, policy, and accountability purposes, standard procedures must be followed in all locations across the state. It is the responsibility of each educator involved in testing to be knowledgeable about procedures and guidelines, and it is the responsibility of each district to provide training for all educators who will be involved in the testing process. Districts need to plan ahead to provide the appropriate training.

This PowerPoint, in conjunction with the OPI publication, should be used in all test administration training.

Agenda

- Purpose of Guidelines
- Materials
- Definitions
- Training
- Contacts

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This presentation will cover the items listed.

Purpose of Guidelines

- Maintain integrity of the Montana Comprehensive Assessment System
- Standard procedures and standard conditions
- Accurate, reliable, and valid results

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The purpose of the *Guidelines* is to provide clarification and examples to educators organizing and/or administering MontCAS Phases 1 and 2.

The integrity of the Montana Comprehensive Assessment System, including accountability, depends on following the guidelines included in the OPI publication and the directions from the testing contractors.

No student taking the test should have access to any form of assistance that would provide an unfair advantage.

Materials

- *Guidelines and Procedures for Test Security-- 2005-2006*, prepared by OPI
 - To be used in conjunction with MontCAS, test coordinator and test administrator guides and manuals
 - Included in pre test materials from both test contractors
 - Online:
 - <http://www.opi.mt.gov/Assessment/Phase2.html#STP>
- MontCAS, Phase 1 materials prepared by OPI and Riverside Publishing Company
- MontCAS, Phase 2 materials prepared by OPI and Measured Progress

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Materials for information on procedures and for training include the OPI publication and publications from the testing contractor that have been prepared by OPI and the contractor. The contractors provide information and directions specific to their tests.

Test Coordinator /Administrator Guides and Manuals--MontCAS Phase 1

- Test Coordinator Guide
 - Mailed to Test Coordinators in Pre Test Package, Feb. 2006
 - Online by Feb. 15, 2006
 - <http://www.opi.mt.gov/Assessment/Phase1.html#TAdmin>
- Test Administrator Manuals
 - Included in materials stored from previous years
- Alternate Assessment Materials—Updated in 2002
 - Assessment Handbook, Volume 3
 - Alternate Assessment Scales
 - <http://www.opi.mt.gov/Assessment/Phase1.html#Proc>

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Riverside Publishing Company provides a *Test Coordinator Guide* each testing year. The 2006 *Guide* is mailed to system test coordinators in the pre test package. It includes information on accommodations, length of test sessions, secure materials, and returning answer documents and storing materials.

Test Administrator Manuals do not change from year-to-year. They are part of the testing materials each system keeps stored. These give detailed information for people who administer the tests including scripts; they should be explained and reviewed prior to testing by anyone involved in administering the tests.

NOTE: The Test Administrator Manuals can be confusing regarding calculator use. It is important to consult the Test Coordinator Guide, as it contains the OPI procedures. This is very important to include in training.

Alternate Assessment Scales materials, published by OPI, were updated in 2002 and are online. They include specific information on administering the Alternate Assessment Scale. Information on coding is included in these materials and also in the *Guide*. The information in the *Guide* is particularly helpful as it shows the answer document and the locations for coding information specific to the Alternate Assessment Scales. Please use the *Guide* in combination with the procedures in the Alternate Assessment Scales materials.

Although, these materials are not secure and are online, they contain critical procedural information.

Test Coordinator /Administrator Guides and Manuals--MontCAS Phase 2

- CRT Test Coordinator's Manual
 - Mailed to System Test Coordinators in Pre Test Package
 - Online version:
<http://www.opi.mt.gov/Assessment/Phase2.html#TA>
- CRT Test Administrator's Manuals
 - Mailed to System Test Coordinators
 - Online by Feb. 24, 2006
<http://www.opi.mt.gov/Assessment/Phase2.html#TA>
- CRT-Alternate Administration Manual
 - Online by Feb. 4, 2006
 - <http://www.opi.mt.gov/Assessment/Phase2.html#TAAlt>

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Measured Progress provides a *CRT Test Coordinator's Manual* each testing year. The 2006 *Manual* is mailed to system test coordinators in the pre test package. It includes information on accommodations, length of test sessions, secure materials, and returning answer documents and storing materials.

In addition, Measured Progress provides *Test Administrator's Manuals* and *CRT-Alternate Administration Manuals* each testing year. The *CRT* and *CRT-Alt Test Administrator's Manuals* provide specific instructions for administering the tests and should be explained and reviewed prior to testing by anyone involved in administering the tests.

Although, these materials are not secure and are online, they contain critical procedural information.

Test Security Issues

- Testing Irregularity
- Secure Test Materials
- Procedural/Administration Issues
 - Security Breach
 - Coaching
- Reporting

Testing Irregularity

- Any event (before, during, or after testing) that could potentially impact the security of the test or the accuracy of the test data.
- Includes any actions or precautions that vary from directions specified by testing contractor manuals or OPI.

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A testing irregularity can include materials not being kept secure to giving a student or a group of students an unfair advantage. Either situation can impact the accuracy of the test data.

Test Security--Materials



All test items and responses to those items are secure materials and may not be copied or duplicated in any way.

- For Phase 1, the test coordinator is responsible for collecting, inventorying and storing the test booklets in a secure location before and after testing.
- For Phase 2, the test coordinator is responsible for collecting, inventorying, and returning all test booklets to Measured Progress.
- For both Phases 1 and 2, test coordinators are responsible for the security of answer documents and the return of them to the testing contractors.

Secure Test Materials

- Test booklets, answer documents, other materials defined by OPI or testing contractor as secure.
- These must be kept in a secure location and not copied.
- System and school test coordinators are responsible for secure test materials.
- Not maintaining the security of materials is a materials security breach.



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Testing materials are one very important part of test security.

Procedural--Security Breach

- A violation of a testing procedure that gives an unfair advantage to a student or group of students and could jeopardize the security and integrity of the tests and/or resulting data.

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Another test security issue is in the administration of the test. Statewide testing is dependent on standard administration so that no student has an unfair advantage. A security breach violates a testing procedure and gives unfair advantage to a student or to a group of students.

Accommodations and alternate assessment definitions and guidelines are included in the *OPI Guide* and in the test coordinator materials. Accommodations and alternate assessment are designed to maintain the integrity of the testing while providing assistance to students without providing an unfair advantage. Be sure to review the *Guide* and the Test Coordinator materials for guidance and include that guidance in all training.

Coaching

- Coaching is an example of a procedural security breach.
- Providing answers to students, changing student responses, or influencing student responses to test questions by offering hints, clues, cues, facial expressions, nods, voice inflections, or any other manner of assistance that could impact a student's answers.

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One violation of test security is coaching students. Suggesting a student write more on a constructed response or reconsider an item constitutes coaching. A test administrator needs to be a neutral party, a proctor. The role of the test administrator is not to encourage, but to assure that students are working independently without any aids, in the correct section of the test, and stop when time is called. Any overt actions beyond proctoring can constitute coaching. Coaching constitutes a reportable security breach.

OPI Test Security--Reporting

- Any concern about breaches in test security or noncompliance with test administration procedures must be reported immediately to the principal and system test coordinator and to the State Assessment Director.
- *OPI Guidelines and Procedures for Test Security*
 - This OPI publication outlines procedures for reporting testing irregularities and should be made available to system superintendents, principals, and test administrators.
 - Contains the form for reporting a breach in test security or noncompliance with test administration procedures

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Any concerns about test security being compromised by not keeping materials secure or noncompliance with test administration procedures must be reported immediately to the school principal, system test coordinator, and the State Assessment Director . If the individual reporting the incident would prefer, she/he may report the incident directly to the State Assessment Director.

All parties involved in the handling of testing materials or the administration of the tests should be aware of the guidelines and are expected to report the incidents that do not conform with the guidelines.

The reporting form is included in the *OPI Guide*.

Training so that . . .

- everyone understands the procedures for administration.
- the test is administered in a comparable way in all locations across the state.
- quality control procedures are utilized when returning test materials.

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To prevent materials and procedural breaches, training should be timely and comprehensive and required for everyone involved in the test administration process.

It is strongly recommended that systems and schools train extra test administrators to be substitute administrators in case a test administrator is absent.

If systems or schools cannot train a substitute in advance, the system or school test coordinator may need to substitute for the absent teacher or, as a last resort, train and monitor a substitute.

Training Resources

- Training PowerPoints—On CDs sent to System Test Coordinators
 - System Test Coordinators
 - School Test Coordinators
 - Test Administrators
- A message board, organized by topic, is located on the OPI website.
 - Link:
 - <http://www.metnet.mt.gov>
 - User ID and Password (case specific—all small letters)
 - opi
 - assess

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Training is key to standardized test procedures across the state. Training resources are essential for effective and correctly informed training.

OPI and the testing contractors have prepared PowerPoints to use for training. The PowerPoints, test coordinator and test administrator directions, and the *OPI Guide* are resources for system test coordinators to inform and train school test coordinators and test administrators.

Another resource is a message board on the OPI website. This message board is dedicated to testing questions.

Contacts

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Testing Contractor Contacts For Clarification of Specific Procedures

- MontCAS, Phase 1, (NRT—Iowa Tests)
 - Riverside Publishing Company
 - Meredith Durgin
 - (800) 767-8420 x6094
 - meredith_durgin@hmco.com
- MontCAS, Phase 2, (CRT and CRT-Alternate)
 - Measured Progress
 - Sharon Houle
 - +1 (800) 431-8901 x2186
 - shoule@measuredprogress.org

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Test contractors and OPI can provide clarification on specific procedures. Please contact the appropriate testing contractor contact OR

Office of Public Instruction Contacts

- Judy Snow, State Assessment Director
 - 406-444-3656; FAX: 406-444-1373
 - jsnow@mt.gov
- Brittany Black, Administrative Assistant
 - 406-444-4431
 - bblack@mt.gov
- OPI FAX number and mailing address
 - 406-444-1373
 - P. O. Box 202502
 - Helena, MT 59620-2501

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The OPI staff can also answer your questions.

Also included on this slide is specific contact information should a security breach report need to be submitted. To send the report to Judy Snow, you may fax or mail it.